

ENCLOSURE A

ETIS Job Descriptions

1. Program Manager

Manages and directs the overall effort on all tasks to meet the technical, cost, and schedule requirements of the contract. Serves as single point of contact for interface with the Applied Engineering Technology Directorate (AETD), in particular with the Contracting Officer's Technical Representative and Contracting Officer, for fulfillment of contract terms and conditions. This encompasses program management including project management, cost management and control, business management, human capital management, continual process improvement, and functional support. Develops necessary management systems to assure the timeliness and accuracy of technical, cost, and schedule information provided to government.

Has final approval authority for all contractual matters including hiring, firing, discipline, personnel performance and compensation; regular and emergency subcontracting procurements; policies and procedures; negotiating collective bargaining agreements with the International Brotherhood of Electrical Workers (IBEW) and resolving grievances.

Position Qualifications:

Education – B.S. degree in Mechanical Engineering or related technical field is required. M.S. degree in engineering management or related field is preferred.

Experience – This position requires a minimum of 20 years directly related experience in an aerospace hardware test and integration environment in positions requiring management and technical direction skills. Ten years of this experience must have been managing contracts of comparable size and workforce.

2. Manager

Plans, directs, and manages a major function area on the contract. Directs supervisory, engineering and technical staff.. Implements necessary management systems to assure accuracy of technical, cost, and schedule information provided to government. Serves as point of contact with Branch Head and Technical Monitor. Responsible for the employment, training, motivation and evaluation of staff. Has final approval authority for all function matters including hiring, firing, discipline, personnel performance and compensation.

Position Qualifications:

Education – B.S. or higher degree in mechanical engineering or related technical field is required. M.S. degree in engineering management or related field is preferred.

Experience – This position requires a minimum of 15 years directly related technical, professional and management experience. Seven years of this experience must have been in an aerospace hardware test and integration environment, supervising/managing comparable staff.

3. Supervisor

Supervises the overall daily operations of engineering and technical staff engaged in tasks on the contract. Responsible for: staffing to meet requirements, assigning tasks to accomplish Work Directives, developing and meeting schedules and cost estimates, budget and cost control; human capital management compliant with NASA management values and policy, training and development, and administering compensation and discipline. Provides technical oversight of group. May manage or direct engineering tasks to meet the technical requirements of the contract. Serves as point of contact with applicable Branch Heads and Technical Monitors.

Position Qualifications:

Education – B.S. degree in engineering, physics, or related technical field is required.

Experience – This position requires a minimum of nine years of relevant engineering experience in the area supervised. Four years of this experience must have been in an aerospace hardware test and integration environment or comparable environment, serving as group technical lead or supervising/managing comparable staff.

4. Engineer I

Performs rudimentary engineering tasks in support of senior level engineers. Under the direction of a senior level engineer, provides engineering support for spacecraft integration, environmental testing, contamination control, facility engineering and design, or recertification of lifting device equipment and pressure vessel systems. Depending on area of assignment tasks may include, but are not limited to: preparing test plans and procedures, assisting in the reduction/analysis of test data, performing structural analysis, implementing contamination control plans, operating clean room facilities, performing test hardware set-up, or preparing FMEA.

Position Qualifications:

Education – BS Degree in Engineering, Physics or technically related field is required.

Experience – This position requires related course work and some related technical experience is preferred.

5. Engineer II

Performs developmental engineering tasks in support of senior level engineers. Under the direction of a senior level engineer, provides engineering support for spacecraft integration, environmental testing, contamination control, facility engineering and design, or recertification of lifting device equipment and pressure vessel systems. Depending on area of assignment, tasks may include but are not limited to: directs or performs structural tests: static load, mass properties, steady state acceleration, and model survey of spacecraft components; directs test setups, determines instrumentation methods, provides calculations for test loading and generates test reports; analyzes and evaluates structural performance. Directs or performs modal survey, vibration, and acoustic tests on flight hardware; designs fixtures and systems for thermal vacuum testing of spacecraft and support hardware; generates and tracks test estimates, leads and supports facility improvements for either thermal vacuum or cryogenic upgrades; assesses cleanliness requirements and develops estimates for contamination support, performs material evaluations, monitors cleanrooms for molecular contamination, and evaluates cleanroom certification results; directs engineering tasks for maintenance, repair, or upgrade of mechanical and electrical systems; performs optical engineering tasks involving analysis of optical component performance, precision optical alignments, and development of test plans, directs test setups, troubleshoots, maintains and repairs optical test equipment, designs mounts and fixtures; develops and implements inspection and test procedures for ground-based PV/S and flight hardware; develops specifications for modification of overhead cranes, including installations, retrofits and maintenance; or directs the assembly, integration and handling of ground support equipment and flight hardware.

Position Qualifications:

Education – BS Degree in Engineering, Physics, or technically related field is required.

Experience – This position requires a minimum of two years technical experience related to the area of assignment.

6. Engineer III

Directs or performs engineering duties in areas such as environmental testing and facilities, integration of flight hardware, optics, contamination control, or recertification of lifting device equipment and pressure vessel systems. Depending on area of assignment, tasks may include but are not limited to: directs or performs structural tests: static load, mass properties, steady state acceleration, and model survey of spacecraft components; directs test setups, determines instrumentation methods, provides calculations for test loading and generates test reports; analyzes and evaluates structural performance. Directs or performs modal survey, vibration, and acoustic tests on flight hardware; designs fixtures and systems for thermal vacuum testing of spacecraft and support hardware; generates and tracks test estimates, leads and supports facility improvements for either thermal vacuum or cryogenic upgrades; assesses cleanliness requirements and develops estimates for contamination support, performs material

evaluations, monitors cleanrooms for molecular contamination, and evaluates cleanroom certification results; directs engineering tasks for maintenance, repair, or upgrade of mechanical and electrical systems; performs optical engineering tasks involving analysis of optical component performance, precision optical alignments, and development of test plans, directs test setups, troubleshoots, maintains and repairs optical test equipment, designs mounts and fixtures; develops and implements inspection and test procedures for ground-based PV/S and flight hardware; develops specifications for modification of overhead cranes, including installations, retrofits and maintenance; or directs the assembly, integration and handling of ground support equipment and flight hardware.

Position Qualifications:

Education – BS Degree in Engineering, Physics, or technically related field is required.

Experience – This position requires a minimum of four years technical experience in the aerospace industry related to the area of assignment. Proficiency with engineering analysis methods and knowledge of NASA design, test, and inspection requirements is required. Proficiency in project coordination and management is required.

7. Engineer IV

Directs or performs engineering duties in areas such as environmental testing and facilities, integration of flight hardware, optics, contamination control, or recertification of lifting device equipment and pressure vessel systems. Depending on area of assignment, tasks may include but are not limited to: directs or performs structural tests: static load, mass properties, steady state acceleration, and modal survey of spacecraft components; directs test setups, determines instrumentation methods, provides calculations for test loading and generate test reports; analyzes and evaluates structural performance. Directs or performs modal survey, vibration, and acoustic tests on flight hardware; designs fixtures and systems for thermal vacuum testing of spacecraft and support hardware; generate and track test estimates, leads and supports facility improvements for either thermal vacuum or cryogenic upgrades; assesses cleanliness requirements and develops estimates for contamination support, performs material evaluations, monitors cleanrooms for molecular contamination, and evaluates cleanroom certification results; directs engineering tasks for maintenance, repair, or upgrade of mechanical and electrical systems; performs optical engineering tasks involving analysis of optical component performance, precision optical alignments, and development of test plans, directs test setups, troubleshoots, maintains and repairs optical test equipment, designs mounts and fixtures; develops and implements inspection and test procedures for ground-based PV/S and flight hardware; develops specifications for modification of overhead cranes, including installations, retrofits and maintenance; or directs the assembly, integration and handling of ground support equipment and flight hardware.

Position Qualifications:

Education – BS Degree in Engineering, Physics, or technically related field is required.

Experience – This position requires a minimum of eight years technical experience in the aerospace industry with specific demonstrated technical expertise related to the area of assignment. Technical team leadership is desired.

8. Engineer V

Manages and directs individual engineering tasks to meet the technical requirements of the contract in areas such as environmental testing and facilities, integration of flight hardware, optics, contamination control, or recertification of lifting device equipment and pressure vessel systems. Develops procedures, test plans, budgets, and schedules. Manages specific task teams of engineers and designers. Provides guidance and direction in developing and maintaining schedules. Serves as expert advisor in directing the technical approach to task problems. Depending on area of assignment, tasks may include but are not limited to: directs or performs structural tests: static load, mass properties, steady state acceleration, and model survey of spacecraft components; directs test setups, determines instrumentation methods, provides calculations for test loading and generates test reports; analyzes and evaluates structural performance. Directs or performs modal survey, vibration, and acoustic tests on flight hardware; designs fixtures and systems for thermal vacuum testing of spacecraft and support hardware; generates and tracks test estimates, leads and supports facility improvements for either thermal vacuum or cryogenic upgrades; assesses cleanliness requirements and develops estimates for contamination support, performs material evaluations, monitors cleanrooms for molecular contamination, and evaluates cleanroom certification results; directs engineering tasks for maintenance, repair, or upgrade of mechanical and electrical systems; performs optical engineering tasks involving analysis of optical component performance, precision optical alignments, and development of test plans, directs test setups, troubleshoots, maintains and repairs optical test equipment, designs mounts and fixtures; develops and implements inspection and test procedures for ground-based PV/S and flight hardware; develops specifications for modification of overhead cranes, including installations, retrofits and maintenance; or directs the assembly, integration and handling of ground support equipment and flight hardware. May perform systems engineering tasks and provide oversight of flight program areas, such as instruments, integration and test.

Position Qualifications:

Education – BS Degree in Engineering, Physics, or technically related field is required.

Experience – This position requires a minimum of 12 years related technical experience in the aerospace industry with specific demonstrated technical expertise in relevant areas such as structures, design, analysis, and testing of aerospace hardware, spacecraft integration, or electromechanical systems. Technical team leadership experience is required.

9. Designer III

Works on a variety of complex design tasks with minimum supervision. May direct Drafters. Conceives design concepts for spacecraft mechanical/structural systems and translates the concepts into mechanical and/or fabrication drawings. Performs geometrical layout studies, sizing calculations, and generates mechanical drawings representing designs that satisfy all requirements. Depending on area of assignment, provides design support for flight hardware, GSE, and test fixtures required for performance of large-scale static loads, acceleration, vibration/acoustic and thermal vacuum test of flight payloads. Interfaces with the customer and vendors to complete the requirements.

Position Qualifications:

Education – AA Degree in technically related field or compensating experience is required.

Experience – This position requires a minimum of six years related experience in the design of aerospace or related hardware or environmental test fixtures. This background must include specific design experience with layout or piece part drawings. Proficiency in Pro Engineer, Wildfire is required. Must be able to work with large models, be familiar with other MCAE tools such I-DEAS, FEMAP, and ANSYS. Knowledge of NASA Engineering Drawing Standards Manual (X-673-64-1) and Dimensioning and Tolerancing per ANSI Y14.5M is required.

10. Designer IV

Leads and monitors a variety of complex design tasks. May direct other Designers and Drafters. Conceives design concepts for spacecraft mechanical/structural systems and translates the concepts into mechanical and/or fabrication drawings. Provides leadership in the development of spacecraft mechanical/structural designs. Directs or performs geometrical layout studies, sizing calculations, and generates mechanical drawings representing designs that satisfy all requirements. Depending on area of assignment, provides design support for flight hardware, GSE, and test fixtures required for performance of large-scale static loads, acceleration, vibration/acoustic and thermal vacuum test of flight payloads. Interfaces with the customer and vendors to complete the requirements.

Position Qualifications:

Education – AA Degree in technically related field or compensating experience is required.

Experience – This position requires a minimum of 10 years of experience in the design and development of aerospace hardware. This background must include specific spacecraft hardware design experience and detailed knowledge of current aerospace

design practices and hardware. Expertise with Pro-E, Wildfire and extensive knowledge of NASA Engineering Drawing Standards Manual (X-673-64-1) and Dimensioning and Tolerancing per ANSI Y14.5M is required. Must be able to work with large models, be familiar with other MCAE tools such I-DEAS, FEMAP, and ANSYS. Technical team leadership experience is desired.

11. Computer Programmer IV

Designs, develops, implements, and maintains complex information systems. Analyzes detailed systems factors, including input and output requirements, information flow, hardware and software requirements, and alternative methods of problem resolution. Works with users to define existing or new system scope and objectives. Performs modifications to and maintenance of operational programs and procedures. Assists users in the operation of the application. Provides guidance to and technical direction less experienced programmer/analysts.

Position Qualifications:

Education – B.S. degree in Computer Science or related field is required.

Experience – This position requires a minimum of 10 years of experience in the programming, design and development of systems supporting aerospace testing.

12. Engineering Technician I

Performs standard and routine tasks, records data, and follows procedures. Works under close supervision, receiving on-the-job training in areas such as environmental test facility operations, electrical and mechanical maintenance, cleanroom operations, thermal blanket fabrication, mechanical integration, plating and machining operations, and recertification of lifting and handling devices and pressure vessel systems. Depending on area of assignment, assists senior technicians and engineers in: performing spacecraft environmental tests; repairing equipment; assembly, integration and handling of ground support equipment; testing and inspection of lifting device equipment and pressure vessels; fabrication of flight and test thermal blankets; or other duties associated with area of assignment.

Position Qualifications:

Education – High School diploma or GED is required.

Experience – Some related experience is preferred. Must be computer-literate. Familiarity with hand tools, and electrical and mechanical principles is required.

13. Engineering Technician II

Performs basic tasks and standard assignments, demonstrating developing competency. Is directed and coached by supervisor and more senior technicians. Performs duties in areas such as environmental test facility operations, electrical and mechanical maintenance, cleanroom operations, thermal blanket fabrication, mechanical and electrical integration, plating and machining operations, metal cutting, and recertification of lifting and handling devices and pressure vessel systems. Depending on area of assignment, assists senior technicians and engineers in: performing spacecraft environmental tests; repairing and maintaining equipment, facilities and systems; assembly, integration and handling of ground support equipment; testing and inspection of lifting device equipment and pressure vessels; operating conventional and CNC equipment and machine tools to fabricate flight and non-flight hardware components; fabrication of flight and test thermal blankets; or other duties associated with area of assignment.

Position Qualifications:

Education – High School diploma or GED is required. Technical school training is preferred.

Experience – This position requires a minimum of two years experience related to the area of assignment. Must be computer-literate. Familiarity with hand tools, and electrical and mechanical principles is required.

14. Engineering Technician III

Performs tasks demonstrating competency. Is directed and coached by supervisor and more senior technicians. Performs duties in areas such as environmental test facility operations, electrical and mechanical maintenance, cleanroom operations, thermal blanket fabrication, mechanical integration, plating and machining operations, metal cutting, and recertification of lifting and handling devices and pressure vessel systems. Depending on area of assignment, works with senior technicians and engineers in: performing spacecraft environmental tests; repairing and maintaining equipment, facilities and systems; assembly, integration and handling of ground support equipment; testing and inspection of lifting device equipment and pressure vessel systems; operating conventional and CNC equipment and machine tools to fabricate flight and non-flight hardware components; fabrication of flight and test thermal blankets and test cables/harnesses; or other duties associated with area of assignment.

Position Qualifications:

Education – High School diploma or GED is required. Technical school training is preferred.

Experience – This position requires a minimum of four years experience related to the area of assignment. Must be computer-literate. Ability to perform with minimal

supervision and to read and interpret schematics, work from sketches and drawings, is required.

15. Engineering Technician IV

Performs complex tasks, demonstrating full competency. May direct small group. Performs duties in areas such as environmental test facility operations, electrical and mechanical maintenance, cleanroom operations, thermal blanket fabrication, mechanical integration, plating and machining operations, metal cutting, and recertification of lifting and handling devices and pressure vessel systems. In this skilled level, depending on area of assignment, works with or leads other technicians in: performing spacecraft environmental tests; repairing and maintaining equipment, facilities and systems; assembly, integration and handling of ground support equipment; testing and inspection of lifting device equipment and pressure vessels; operating conventional and CNC equipment and machine tools to fabricate flight and non-flight hardware components; fabrication of flight and test thermal blankets and test cables/harnesses; or other duties associated with area of assignment.

Position Qualifications:

Education – High School diploma or GED is required. Specialized training and operator certification pertaining to area of assignment is required.

Experience – This position requires a minimum of eight years experience related to the area of assignment. Knowledge of engineering terms and ability to efficiently operate computers is required. Ability to perform with minimal supervision and to read and interpret schematics, work from sketches and drawings, is required.

16. Engineering Technician V

Performs complex tasks, demonstrating full competency. May direct small group. Performs duties in areas such as environmental test facility operations, electrical and mechanical maintenance, cleanroom operations, thermal blanket fabrication, mechanical integration, plating and machining operations, metal cutting, and recertification of lifting and handling devices and pressure vessel systems. As technical specialist, depending on area of assignment, works with or leads other technicians in: performing spacecraft environmental tests; repairing and maintaining equipment, facilities and systems; assembly, integration and handling of ground support equipment; testing and inspection of lifting device equipment and pressure vessels; operating conventional and CNC equipment and machine tools to fabricate flight and non-flight hardware components; fabrication of flight and test thermal blankets and test cables/harnesses; or other duties associated with area of assignment.

Position Qualifications:

Education – High School diploma or GED is required. Specialized training and operator certification pertaining to area of assignment is required.

Experience – This position requires a minimum of 10 years experience directly related to the area of assignment with demonstrated leadership and communication skills. Knowledge of engineering terms and ability to efficiently operate computers is required. Ability to perform with minimal supervision and to read and interpret schematics, work from sketches and drawings, is required.

17. Engineering Technician VI

Provides direction to a group of lower level technicians. Schedules and assigns tasks, ensuring adequate coverage. Trains, coaches and mentors. Demonstrates full competency. Provides technical direction to lower level technicians in areas such as environmental test facility operations, electrical and mechanical maintenance, cleanroom operations, thermal blanket fabrication, mechanical integration, plating and machining operations, metal cutting, and recertification of lifting and handling devices and pressure vessel systems. Depending on area of assignment, works with or leads other technicians in: performing spacecraft environmental tests; repairing and maintaining equipment, facilities and systems; assembly, integration and handling of ground support equipment; testing and inspection of lifting device equipment and pressure vessels; operating conventional and CNC equipment and machine tools to fabricate flight and non-flight hardware components; fabrication of flight and test thermal blankets and test cables/harnesses; or other duties associated with area of assignment.

Position Qualifications:

Education – High School diploma or GED is required. Specialized training and operator certification pertaining to area of assignment is required.

Experience – This position requires a minimum of 12 years experience directly related to the area of assignment with demonstrated leadership, communication, and interpersonal skills. Knowledge of engineering terms and ability to efficiently operate computers is required. Ability to perform with minimal supervision and to read and interpret schematics, work from sketches and drawings, is required.

18. Computer Programmer III

Plans, develops, tests, and documents computer programs, working from detailed data provided by other programmers, system analysts, or engineering. Applies standard programming procedures and a detailed knowledge of the application being programmed. May be assigned to different areas including: supporting database programming and administration of an environmental data acquisition system for test facilities interface software, data acquisition, and networking. Creates interfaces with the lab Programmable Logic Controllers to automate aspects of the Thermal Vacuum Facility. May be assigned to other areas to program and set up equipment to test flight hardware, including data

acquisition, programming and analysis, general laboratory setup, interfacing, and enforcing protocols, and procedures.

Position Qualifications:

Education – A.A. degree in related field or equivalent experience is required.

Experience – This position requires a minimum of four years of experience in a programming position within an engineering or scientific environment, programming data systems and writing applications in C++. Experience with programming in Power Builder, and creating and maintaining Oracle databases is required.

19. Drafter I

Under close supervision, prepares simple mechanical, structural, and/or electrical drawings from detailed sketches. Incorporates and generates Engineering Change Notices. Makes required changes on existing drawings. Generates and updates computerized parts lists. May take measurements of test facilities and GSE.

Position Qualifications:

Education – High School diploma or GED. Vocational or technical training preferred.

Experience – One to two years of related drafting experience, including use of AutoCAD is required.

20. Drafter II

Prepare working plans, detailed drawings and complete mechanical or electrical drawings of components and assemblies from notes, verbal instructions, and rough or detailed sketches for engineering or manufacturing purposes. Makes engineering computations. Writes specifications and makes adjustments in drawings or specifications. Verifies completed work, checking dimensions, materials to be used, and quantities. May take measurements or make observations of test facilities and GSE. Work is of moderate difficulty and is not subject to close supervision.

Position Qualifications:

Education – High School diploma or equivalent is required. Vocational or technical training is preferred.

Experience – This position requires a minimum of three years of related drafting experience, including knowledge of: electrical schematics and ladder diagrams, test fixture mechanisms, and configuration control processes. Proficiency in AutoCAD is required

21. Drafter III

Follows general instructions with discretion as to work details. Develops complete major layout and engineering drawings of complicated components and assemblies such as schematics, interconnect lists, parts breakdown, printed circuit board layouts, and wire lists from notes, rough sketches, or general instructions of engineers and designers. Makes mathematical calculations as required. Determines scaling, inserts necessary reference planes, centering and dimension lines, hidden line interpolations and sectioning. May use special techniques in schematic drawing, isometric, orthographic, perspective projection or other techniques of technical illustration. Contributes design modifications to improve quality of product or manufacturing operation.

Position Qualifications:

Education – High School diploma or equivalent is required. Advanced drafting training, equivalent to two years of technical school is preferred.

Experience – This position requires a minimum of six years of related drafting experience in the aerospace industry with knowledge of: electrical schematics and ladder diagrams, test fixture mechanisms, and configuration control processes. Proficiency in AutoCAD and working knowledge of tolerances, materials, and finishes is required.

22. Drafter IV

Prepares working plans, detailed drawings, and complete mechanical or electrical drawings of moderately complex components and assemblies from notes, verbal instructions, and rough or detailed sketches for engineering or manufacturing purposes. Makes engineering computations, writes specifications, and makes adjustments in drawings or specifications. Verifies completed work, checking dimensions, materials, and quantities to be used. May provide work leadership to lower level drafters.

Position Qualifications:

Education – High School diploma or equivalent and vocational or technical training is required. A.A. degree in related field is desirable.

Experience – This position requires a minimum of eight years of related mechanical drawing experience including knowledge of: electrical schematics and ladder diagrams, test fixture mechanisms, and configuration control processes. Proficiency in AutoCAD and working knowledge of tolerances, materials, and finishes is required. Knowledge of NASA Engineering Drawing Standards Manual (X-673-64-1) and Dimensioning and Tolerancing per ANSI Y14.5M is required. Knowledge of Pro Engineer is desirable.

23. Janitor /Clean Room Assistant

Performs a combination of the following: sweeping, mopping, scrubbing and polishing floors. Duties include removal of trash and office refuse, dusting equipment, furniture or fixtures. Provides general clean up of areas immediately outside buildings. Other duties include: polishing metal fixtures or trimmings, cleaning lavatories and providing minor maintenance services. Operates buffing machine, 48 oz broom, and cleaning devices. Will work in areas with close proximity to sensitive costly space flight hardware set-ups. Provides cleanroom operations support, including specialized cleaning of space flight hardware and parts.

Position Qualifications:

Education – High School diploma or GED is preferred .

Experience – This position requires a minimum of two years of experience including operation and use of janitorial equipment and machines. Some cleanroom experience is desirable. Experience in stripping and waxing floors, buffing and spray waxing utilizing a power-buffing machine is required. Must be able to work with potentially hazardous materials and follow safety and cleanroom procedures and protocols.

24. Safety and Health Manager

Manages comprehensive, operational Safety and Health (S&H) Program, and provides contract-related ETIS complex/facility safety requirements, and flight project safety support. Researches and develops safety and health policies and procedures. Develops and conducts/coordinates OSHA and NASA required safety training and certification programs; identifies hazards, performs hazard analysis and corrects deficiencies; performs operations reviews of hazardous and safety critical procedures and plans. Performs area inspections and accident investigations. Develops and maintains metrics; serves on Goddard safety committees/teams, and Incident Review Board. Serves as the resident safety expert for Code 549. Supports safety reviews, audits and inspections at GSFC, Wallops, and launch sites. Provides oversight of operations involving the handling and testing of spacecraft and flight instrumentation containing hazardous materials. Interfaces with all levels of NASA, GSFC, Flight Projects, and outside organizations.

Position Qualifications:

Education – B.S. degree in safety or related field is required. Certification by Board of Certified Safety Professionals, World Safety Organization, Institute for Safety and Health Management is required.

Experience – This position requires a minimum of 10 years experience in the safety and health field in a technical environment, including five years safety management experience. In-depth knowledge of OSHA, NASA, GSFC and AETD safety regulations

and guidelines, hazard analysis and measurement techniques is required. Ability to interface with a diverse group of GSFC, Flight Projects, management and support personnel

25. Information Technology Manager/ Principal Security Engineer

Responsible for providing direction, leadership, training, staff tasking/scheduling, and financial control for IT Group supporting the ETIS contract. Duties include: staff management, budget management, technical guidance, system security policy, configuration and documentation, logistics, and flight project computer support. This includes attending design reviews, requirements generation, day-to-day interfacing with Government heads and leaders. Oversees trouble-call/project support. Supports branch computer security activities in conjunction and compliance with division, directorate, center and agency policies, procedures and protocols. Monitors, evaluates, and maintains systems and procedures to protect the data systems and databases from unauthorized users. Identifies potential threats and respond to reported security violations. Determines causes of security breaches. Researches, recommends, and implements changes to procedures to protect data from future violations. Educates users on security procedures.

Position Qualifications:

Education – B.S. degree in Computer Science or related field or equivalent experience is required. Certification as Certified Information System Security Professional status is desirable.

Experience – This position requires a minimum of nine years of related IT experience on government contracts, including group lead or management experience.

26. Network Administrator

Duties include: Code 549 network administration activities, ordering, installation, repair, and configuration of network and computer hardware and software. Designs, installs, maintains and coordinates the use of the network system. Evaluates hardware and software and peripheral equipment for large, complex networks. Manages network performance. Troubleshoots and resolves complex problems to ensure quality transmission service on the network. Maintains, creates/deletes user accounts, maintains and updates system security plans on all platforms. Implements and coordinates network policies, procedures and standards. Enforces security procedures. Troubleshoots complex LAN problems. Responsible for responding to and completing trouble calls, tasking, and projects. Keeps Information Technology (IT) Manager advised of on-going operations, events, and problems. Performs other duties as assigned based on operational needs and customer requirements.

Position Qualifications:

Education – B.S. degree in Computer Science or Management Information Systems or equivalent experience is required. Certification as Certified Cisco Network Administrator and Certified Information System Security Professional status is desirable.

Experience – This position requires a minimum of seven years of related IT experience on government contracts.

27. Systems Administrator

Works directly with desktop users. Performs software installations, network configurations, and maintenance in the Code 549 LAN environment. Fields PC/LAN helpdesk calls and provides resolution of desktop level software and hardware problems. Performs corrective actions for PCs, routers, hubs, switches and other network infrastructure components. Implements network security policies. Responds to security incidents. Configures PIX firewalls under supervision. Provides end-user training as necessary for LAN operating systems and applications. Keeps Information Technology (IT) Manager advised of on-going operations, events, and problems. Performs other duties as assigned based on operational needs and customer requirements. Responsible for system security and data integrity. Assigns passwords and monitors use of resources, backs up files as required and responds to management

Position Qualifications:

Education – B.S. degree in Computer Science or related field or equivalent experience is required. Certification as Certified Software Engineer, A Plus – Hardware Certification, and Net Plus – Network Certification is desirable.

Experience – This position requires a minimum of four years of related IT experience on government contracts.

28. Principal Engineer

Serves as a professional authority in one engineering discipline or specialty area. Provides expertise in space and/or ground hardware systems analysis, design, development, integration and test. Manages, directs, and coordinates support for project programs. Is responsible for schedule development, manpower allocations, budget management, and overall coordination of manpower. Interfaces with and directs a variety of service contractors, prime contractors, civil servants and foreign nationals. Conducts preliminary and advanced design studies and prepares and presents major portions of engineering proposals. Conceives and develops solutions to complex analytical, design, and test problems that require program(s) experience. Contributes to systems philosophy and design objectives. Assures continuity of design features from advanced design through contract status. Writes complex specifications and engineering reports as a result of advance studies, special engineering investigations, and similar activities. Develops aspects of new theory and design criteria for general application. Conducts trade study assessments, and makes recommendations, supports CDR and PDR, reviews deliverables,

provides technical consultation advice to Task Managers regarding design issues, development and test approaches, and test result assessments.,

Position Qualifications:

Education –B.S. degree in Engineering or related technical field is required.

Experience – This position requires a minimum of 15 years directly related experience in an aerospace hardware test and integration environment in positions requiring management and technical direction skills.